**Savannah State University Faculty Senate**

 Minutes for meeting of Tuesday, March 5, 2013

 4 PM Whiting Hall 132 Jen Auditorium

Senators Present: Bentley, Brooks, Franklin, Faries, Kawasha, Maynor, Metts, O’Brien, Rukmana, Silberg, Stewart, Wyche, Jahmani, Ouandlous, Dolo, Li, Cox, Adeyemo, Tessema, Taylor, Warren, Mosley

Senators Absent: St.Mark, Walker, Jordan, Reddick, Johnson, Harris-Murphy, Sajwan

Senators Excused: Brown, Sivapatham, Verret, Arora, Niranjan, Yoon

Visitors: Castilian-Moore, Lambright, Adams, Schroeder, Yount, Fayoyin, Jayaraman, Rock, McCormack, Hoskins, Awe, Agata, Barnette, Brannen

1. Call to Order- the meeting was called to order with a quorum present by Prof. Silberg at 4:10 p.m.
2. Approval of Agenda- The agenda was approved without changes.
3. Approval of Minutes from Feb. 5, 2013- The minutes were approved without corrections.
4. President’s Report- Dr. Adams- Vice President of University Advancement
5. The BOR and USG Presidents’ meeting in February covered numerous topics that impact SSU. We will work hard to ensure that the 5% budget reduction has minimal or no impact on academics. We will not have furloughs. Our goal is to protect academic so that the complete college plan can be fully implemented. We aim to move our students from matriculation to graduation with more effective advising, mentoring, and support.
6. The BOR is working on its revised USG strategic plan while we are nearing completion of a draft plan for SSU. The draft will be shared with the SSU community for feedback prior to finalization.
7. The BOR/USG will be implementing an Athletics Policy which we are currently reviewing.
8. The USG Chancellor gave testimony to the General Assembly regarding HB512- Guns on Campus. A copy of the report was distributed to Senators.
9. Dr. Verret became the Provost and Vice-President of Academic Affairs. Enrollment Services and the Registrar’s Office now report to the Provost.
10. There are several searches nearing completion. All finalists have visited SSU in searches for the Dean of CLASS and for the Associate VPAA. Search Committee recommendations are being forwarded to the Provost this week.
11. In consultation with the Academic Deans, the Provost will be funding efforts to increase the number of online courses available thru SSU. The deans will recommend a number of courses that merit priority for development in online format. Stipends will be paid to those faculty selected to develop these courses and to offer the first two iterations.
12. The Office of Residential Services & Programs pre-registered 1,143 returning students the first week of Open House for Fall 2013. The President’s Executive Leadership Council modified the 2013-2014 Student Housing Contract with language restricting any student with less than 31 credit hours from living in University Commons and University Village.
13. Congratulations to Mass Communications for an excellent reaccreditation by the Accrediting Council on Education and Mass Communications and for the Southern Regional Press Institute held February 21-22, 2013.
14. The National Model African Union delegation was awarded two outstanding delegation awards at the National Model African Union Conference in Washington, DC from February 21-24, 2014.
15. Congratulations to students who competed in the 2013 Emerging Researchers National Conference in Washington, DC Feb.28-March 2, 2013.
16. Spring break will be from March 11-15, 2013.
17. The MEAC Basketball Tournament will be held from March 10-16.
18. The Honors Convocation is Thursday, March 21.
19. The Spring Open Campus Day is Saturday, March 23.
20. The Urban Planning & Historic Preservation Conference will take place on Friday, March 27, 2013.
21. Inauguration week activities are April 6-12. The Inauguration of Dr. Dozier is April 12 at 10:00. An Honorary Committee is headed by Dr. Brock. The Program Committee is led by Dr. Blood and a Logistics Committee is headed by Dr. Bentley.
22. Committee Reports
23. Distance Learning-Professor Brooks
24. There were 70 fully online courses in 2011-2012 and 84 fully online courses for 2012-2013. This includes multiple sections of the same course.
25. The committee recommends a standardization of fully online courses.
26. A PDF version of the syllabus should be posted in each distance learning class. It should be available on the first day of class and contain the professor’s contact information, but not a home or cell number. It should correspond to the same number of contact hours as a face-to-face class.
27. There should be a cap on the class size of approximately 30 students, not 50.
28. The committee recommends 2.5 online office hours per course per week.
29. Faculty should return emails in an online class within 48 hours Monday-Thursday.
30. Some students enrolled in online courses are not computer savvy. Some do not know how to attach files.
31. Access to university web mail and access to computer usage are important to our students.
32. Students should have expertise in Macintosh.
33. The online courses have been offered from 1000 through 4000 levels.
34. Committee on Committees – Dr. Stewart
35. The Committee on Committees is still looking forward to hearing from the Handbook Committee regarding the Academic Suspension and Appeals Committee.
36. The COC has looked at committees which seem to be repeated across campus. There seems to be more than one Distance Learning Committee. There are also online committees at the Senate, college, and departmental levels.
37. Dr. Schroeder commented that there are college online committees because the Task Force said there should be online committees at the college level.
38. Student Affairs- Professor Brooks
39. Review of Senate Resolution FSSR-2013-4. The resolution states: The Senate requests the administration to modify the SSU registration system to allow the system to automatically drop a student who pre-registered for an upper-level course but failed to pass the pre-requisite in which the student was enrolled when he/she pre-registered for the upper-level course.
40. Since the Executive Committee had modified the language of the resolution, it was referred back to the Student Affairs Committee for consideration.
41. There will be a resolution regarding inappropriate student behavior at the next Senate meeting.
42. Handbook Committee- Professor Hoskins- Faculty Secretary
43. Regarding the renaming of the Admissions Committee to the Academic Suspension and Appeals Committee, there is a process for changing this. The draft must be circulated, vetted and presented to the President. The Handbook Committee will confirm if this has occurred.
44. The Handbook Committee should meet at least quarterly,
45. Other changes to the Handbook should include correcting the inconsistency between the BOR and SSU policy on Promotion from Associate Professor to Professor.
46. Teaching and Learning Subcommittee of the Faculty Development Committee- Dr. Yount
47. Depending on what the subcommittee funding requests include, Dr. Verret said we could possibly find $5,000-10,000 to support the subcommittee’s initiatives.
48. The following Teaching and Learning Grant Initiatives were discussed:
49. Incentives for developing online teaching/course development
50. Summer research support for faculty
51. A formalized mentoring program
52. Course buy-outs for faculty sabbaticals
53. Service learning projects
54. Travel funds for conference presentations/attendance
55. Executive Committee
56. Correspondence a. Dr. Metts read an excerpt from Dr. Moore’s letter regarding inappropriate student behavior in the classroom.

b. Dr.Odom wrote regarding whether anyone can attend a Senate meeting and if non-Senators can send agenda items.

c. Dr. Myers wrote requesting that the university indicate that a student coming from a USG school with an Associate’s degree should have this listed on the transcript. Since it is not indicated, students have been advised to take classes they should not have taken,. Additionally, how does a student meet the prerequisites for an upper-level course when they come in with an Associate’s degree and the pre-requisite is in Area F? Some students have an Associate’s degree but have not completed our Area F. This was sent to the NPCC for action.

2. A letter from the Executive Committee to the legislature regarding Herty Hall was distributed to senators.

3. The Executive Committee submitted a salary report to Senators for discussion in April.

4. Regarding salary increases, the Executive Committee asks for the adoption of the salary resolution distributed to Senators to pave the way for the Executive Committee to send the attached salary letter to the State Legislature on behalf of the Senate. The Executive Committee also encourages Senators to send individual letters to legislators.

5. Dr. Metts showed us the Senate web site with updated agenda, minutes, curriculum proposals, committee reports, university committees, and Senate membership. Dr. Mosley should be added to the membership on the web site.

1. Announcements
2. Dr. Rukmana announced that SSU will host an Urban Planning Conference on March 27, 2013 from 8:30-4:15 in the New Student Union. There will be twelve presenters. The title of the conference is: The Key Role of Urban Planning in Historic Preservation and Economic Development in Savannah, Georgia.
3. The Library has a lecture on Thursday at 2 PM by Otis Johnson in the Art Gallery.
4. The Academic Calendar should be sent to all faculty by next week by Amelia Jenkins.
5. Adjournment- The meeting was adjourned at 5:05 PM.

Respectfully submitted,

Kevin O’Brien- Recording Secretary